

FINELINE

March 2005
A Division of Finance monthly communication service

Commuting In State Vehicle Is a Taxable Fringe Benefit

According to IRS policy, driving a state-owned vehicle to and from the workplace is a **taxable** fringe benefit to the employee unless the type of vehicle is specifically exempted by IRS rule.

Police authorized to commute in marked and unmarked vehicles and firefighters authorized to commute in clearly marked fire vehicles are exempt from the requirement to be taxed on this fringe benefit. Some other types of vehicles are also exempt. For a complete list of exemptions, see Fleet Operations Rule R-27-3-8. You can access this administrative rule at <http://rules.utah.gov/publicat/code/r027/r027-003.htm>.



If you are authorized to commute in a state-owned vehicle more than five times per month and if you are **not** exempt from the requirement to be taxed, **you must complete an *Employee Reimbursement/Earnings Request, form FI 48*, documenting the number of commutes.** This form should be completed at least monthly. You can access the form on the Division of Finance Web site at www.finance.utah.gov/forms/index.htm#payables.

The IRS has established the value of the commute at \$1.50 each way. The information from the FI 48 will be entered in the Payroll System and the employee will be taxed on the amount of the benefit. This amount will be reported on the employee's W-2. The commute is taxable, even if the commute is required by the employer, unless specifically exempted by rule.

If you commute in a state vehicle, you should read Rule R-27-3 to make certain you are in compliance with all requirements. Questions on this rule should be directed to Fleet Operations. ❖

Budget and Accounting Officers Meeting Set for March 24

The March Budget and Accounting Officers meeting will be held Thursday, March 24 at 8:30 a.m. in the auditorium of the State Office Building. We will address the following issues:

- ♦ Report on the 2005 General Legislative Session and impacts on state agencies.
- ♦ Setup of budgets for FY 2006 and setup of new year Chart of Accounts.
- ♦ Dedicated credit monitoring
- ♦ Revenues and receivables
- ♦ New and revised policies and procedures
- ♦ Other miscellaneous items



Agency accounting personnel who deal with these issues should plan to attend this meeting. Any agencies that have questions about the meeting can call the Division of Finance at 801-538-3082. ❖

Prototyping Shows What Works in Upgraded FINET System

Members of the FINET upgrade project team have now submitted assessment documents to report on the results of prototyping over 250 business scenarios in the upgraded system. During the prototyping, team members were testing whether system users will be able to perform the same functions in the upgraded system as they perform in the current system.



The assessment documents report on what worked, as well as on what did not work. To date, good teamwork between CGI-AMS and the project team has solved 53 of the 248 issues identified when team members were unable to perform some of the required tasks.

The individual assessment documents will be submitted to CGI-AMS, who will create a final implementation assessment document to evaluate how to resolve the remaining issues. Possible solutions include changing processes or modifying the system.

The new system will go live July 1, 2006. ❖

Special Meeting Set to Discuss Budget Structures

A special ACT meeting to discuss budget structures in the upgraded FINET system has been set for Wednesday, March 9. The meeting will be held at 8:30 a.m. in the auditorium of the State Office Building. All ACT members are invited to attend.

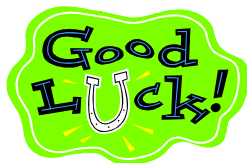


Other topics on the agenda include an update on the FINET upgrade project and a Data Warehouse demonstration. ❖

Marcie Handy Is New Assistant State Comptroller

Congratulations to our new Assistant State Comptroller, Marcie Handy. She replaces John Reidhead, who is now Assistant Director of Finance.

Marcie has worked in state government for 13 years, including five years in the State Auditor's Office. For the past five years she has been Manager of State Financial Reporting. You can contact Marcie at mhandy@utah.gov or 801-537-9081. ❖



State Accountant Carol Young Will Retire in April

After nearly 30 years with the State, Carol Young will retire in April. She has been the State Accountant since 2002.

Carol began her career with the State in 1975 at the Department of Education, moving to the Department of Natural Resources in 1986. She joined the Division of Finance staff in 1995 as Disbursements Supervisor and then worked as the Accounts Payable Supervisor before taking over her current position.



Thank you, Carol, for your many years of hard work. We wish you well. ❖

Hotel Per Diem Rates Have Not Changed

Despite what you may have heard, **lodging per diem rates for in-state travel have not changed.** According to state accounting policy FIACCT 10-02.04, Travel – Reimbursements – Lodging, the State will reimburse the actual cost of in-state lodging up to \$55 plus tax, with the following exceptions:

- * Moab, Cedar City, St. George – \$65 plus tax
- * Salt Lake City (Draper to Centerville), Park City, Heber City, Tooele, Midway – \$68 plus tax
- * Ogden, Layton, Provo/Orem – \$63 plus tax



Please note that the Holiday Inn in Price, Utah, does honor the \$55 in-state lodging per diem. However, **you must ask for the State of Utah rate** when making reservations. If you ask for the government rate, the hotel will quote the federal government rate of \$60. The State will reimburse only up to \$55 plus tax. ❖

FINET Help Desk Schedule Changes

Beginning Monday, Feb. 28, the FINET Help Desk will be open 8:00 a.m. to 5:00 p.m., Monday through Friday. The change is due to an analysis showing that it is not cost effective to keep the Help Desk open after 5:00 p.m.



In the past six months, only 20 calls have come in after 5:00 p.m., and more than half of those calls were made on Tuesdays or Thursdays, which are not FINET cycle nights. ❖

Frequently Asked Question from FINET Help Desk

Q When a check is cancelled, how does it affect the PV (Payment Voucher) and the referenced PG (Price Agreement Purchase Order)?



A When a check is cancelled, FINET automatically reverses the PV entry, putting the money back into your budget. It does not make any entry to the referenced PG. After the PV has reversed, you can reverse the effect on the PG by creating a new PV with the following two lines.

- ✓ Line 1 – The same accounting codes and amount as used on the original PV without referencing the PG. (Use *default* or *increase*.)
- ✓ Line 2 – The same accounting codes and amount as used on the original PV, including the reference to the PG. Mark this line as a *decrease*.

The PV will be for \$0 and will make the PG available for future payment. ❖

Contact the Division of Finance

Division Receptionist
801-538-3082

Disbursements
801-538-3200

FINET Help Desk
801-538-9690

Financial Reporting
801-537-9081

Data Warehouse
801-538-3530

Payroll
801-538-3056

March Calendar

FINET Schedule

March 4 FINET open; February monthend

Payroll Training

Computer-based training on the Payroll System is available on the Division of Finance Web site at www.finance.utah.gov/training/courses.htm.



Click on the course names below to view the course descriptions or to access the on-line courses.

Data Warehouse Training

March 10 – [COGNOS Cubes](#); 9 – 10:30 a.m.

March 10 – [COGNOS Cubes](#); 10:30 a.m. – noon

FINET Classroom Training

March 22 [Internal Transactions Lab](#); 1 – 4 p.m.

March 23 [Purchasing Lab](#); 8:30 – 11:30 a.m.

March 23 [Disbursing Lab](#); 1 – 4 p.m.

March 24 [Fixed Assets Lab](#); 1 – 4 p.m.



FINET On-Line Courses

[FINET System Navigation](#), [FINET Overview](#), [Employee Reimbursements](#), [Purchasing and Disbursing](#), [Cost Accounting](#), [Grant Accounting](#), [Revenues and Receivables](#), [Internal Transactions](#), and [Fixed Assets](#)

Call to Add Your Name to Waiting List for These Classes

[Budget Control](#), [Grant Accounting Lab](#), [Project Accounting](#), [FINET Inventory](#), and [On-line Inquiries](#)

FINET Help Desk

Call 801-538-9690 to resolve immediate questions about using FINET.

Reservations

To reserve your spot in any class offered this month or to add your name to our waiting list for classes not offered this month, call 801-538-3082. We will notify you when the class is scheduled. If you make reservations and cannot attend, please notify us as soon as possible.



Persons with disabilities requiring accommodation should call 801-538-3082 a week before the class to request reasonable accommodation.

Read descriptions of all our courses and link to on-line courses at:
www.finance.utah.gov/training/courses.htm.